



JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

RESIDENTIALLY BASED SERVICES (RBS) LETTER NO. 06-10

TO: SELECTED COUNTY WELFARE DIRECTORS  
SELECTED COUNTY FISCAL OFFICERS  
SELECTED COUNTY CHILD WELFARE SERVICES  
PROGRAM MANAGERS  
ALL RBS PROVIDERS

SUBJECT: RESIDENTIALLY BASED SERVICES (RBS) TIME STUDY  
SUMMARY AND TITLE IV-E PERCENTAGE DETERMINATION;  
RBS QUARTERLY TIME STUDY SUMMARY AND ANNUAL  
TITLE IV-E ALLOWABILITY FACTOR DETERMINATION

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTION 18987.7;  
RBS LETTER NO. 05-10, DATED AUGUST 6, 2010

The purpose of this letter is to transmit the hard copy forms and instructions that RBS providers must use to summarize the time studies kept by RBS provider staff in order to determine the percentage of time spent on Title IV-E allowable activities. Electronic templates of all forms referenced in this letter, and attachments, will be transmitted via email to the RBS providers and made available on the RBS website at [www.childsworld.ca.gov/PG2119.htm](http://www.childsworld.ca.gov/PG2119.htm). The electronic forms are Excel templates that, once the input fields are completed, will automatically total the hours and calculate the Title IV-E allowability percentages.

**BACKGROUND:**

As a condition of implementing RBS, each county conducting an RBS project is required to have RBS provider staff time study the activities that are performed for RBS children and families during one calendar month of each quarter. The Employee Time Study Sheet (Attachment I) has been revised and replaces the original provided in RBS Letter No. 05-10. The revision includes the addition of a separate line to record General Administrative RBS Support Staff time on the RBS Time Study Summary and Employee Time Study Sheet. The Employee Time Study Sheet and applicable instructions were

transmitted in RBS Letter No. 05-10 RBS Reform Project Provider Time Study Instructions. As discussed in RBS Letter No. 05-10, RBS project counties with three providers may choose to have all three providers time study in the mid-month of each quarter (the default method), or they may choose to have each provider time study in a different month (e.g. Provider 1 time studies in Month 1, Provider 2 in Month 2 and Provider 3 in Month 3), as long as these providers time study in this manner consistently throughout the four quarters of the year.

The purpose of these time studies is to document the activities performed in the residential, community, and other program components of RBS. These time studies further document the portion of time that is allowable to be charged to the Title IV-E federal fund source and the amount of time that is not allowed to be charged to Title IV-E. The county shall ensure that each RBS provider participating in the operation of the RBS project conduct time studies of activities performed by the RBS provider staff in a manner prescribed by the state.

As stated in the Memorandum of Understanding (MOU), it is agreed by all parties to maintain all records associated with RBS, and cause to be maintained by any contracted RBS provider all records, including financial, case documentation and other support for all costs claimed for RBS for a period not less than three years from the last claim submitted for RBS. Any record related to litigation or any federal or state audit, exception(s), disallowance(s) or deferral(s) shall be retained until notified by the state. The RBS Time Study Summary and Title IV-E Percentage Determination form (Attachment II) will allow each provider to summarize the results of their staff time studies for each month of quarterly time study. The RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form (Attachment III) will automatically calculate the level of Title IV-E that is allowable for the year based on the information completed by the staff on a quarterly basis.

For those counties that have more than one provider, the county shall add the information for all providers onto one RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form in order to develop the average composite Title IV-E rate for the RBS project.

#### **HOW THE FORMS WILL BE USED:**

By following the instructions for completing the electronic forms, each provider will summarize the time recorded by activity level onto the RBS Time Study Summary and Title IV-E Percentage Determination form, and the form will automatically calculate a Title IV-E allowability factor for both the residential and community components of RBS. At the end of each quarter, each provider will summarize the information from each RBS Time Study Summary and Title IV-E Percentage Determination form onto the RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form.

These forms are auditable forms. The time study process will be subject to either review or audit, or both, by federal and/or state officials. These reviews or audits may be conducted during or after the RBS project period. The purpose of the review or audit will be to validate the calculation of the Title IV-E allowability factors used in the RBS project, and to determine that RBS provider staff are keeping accurate time studies based on the activities they perform and the instructions provided to record that activity. The RBS Time Study Summary and Title IV-E Percentage Determination and RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination forms will serve as the starting point for a review or audit of RBS time as recorded on the time studies. These forms may also be requested by CDSS to be submitted on a request basis for specific quarters, or for the year, during the RBS project period. If CDSS requests these forms, a new RBS Letter will be issued with full details and instructions advising of the required steps in the submission process.

#### **DILIGENCE IN COMPLETING THE FORMS:**

It is incumbent upon each RBS provider to ensure that all RBS staff are appropriately time studying their activities during the time study month of the RBS project period. Upon completion, one person on each RBS provider team should collect all Employee Time Study Sheets submitted by the RBS provider staff. This person will be called the RBS Time Study Liaison, and that person will then be responsible for completing the RBS Time Study Summary and Title IV-E Percentage Determination form transmitted by this letter. At the end of each quarter, the RBS Time Study Liaison will also complete the RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form, also transmitted by this letter. The RBS Time Study Liaison will be responsible for keeping all of the documents, (Employee Time Study Sheets, RBS Time Study Summary and Title IV-E Percentage Determination form, master employee list, and RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form), together as a package and storing this package in a safe location for later review, audit, or submission to CDSS.

CDSS cannot stress enough the importance of the time study process. It is critical that the time study process is followed by each RBS provider in order to support the use of federal Title IV-E funds in the RBS project. Without proper documentation, the county claiming of Title IV-E to support RBS could be jeopardized, which could have severe financial consequences for continuation of the RBS project.

#### **INSTRUCTIONS FOR COMPLETING THE FORMS:**

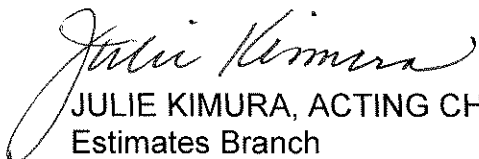
Attached to this letter, please find the RBS Time Study Summary and Title IV-E Percentage Determination/RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination Instructions (Attachment IV) along with sample forms to assist in understanding how the forms should be completed.

The individual sheets listed throughout this letter, and below, are tabs within the Excel RBS Time Study Summary spreadsheet that can be found online at [www.childsworld.ca.gov/PG2119.htm](http://www.childsworld.ca.gov/PG2119.htm). The following is a complete list of forms that are attached:

- Blank Employee Time Study Sheet (Attachment I)
- Blank RBS Time Study Summary and Title IV-E Percentage Determination worksheet (Attachment II)
- Blank RBS Quarterly Time Study Summary and Annual Title IV-E Allowability Factor Determination worksheet (Attachment III)
- RBS Time Study Summary and Title IV-E Percentage Determination/RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination Instructions (Attachment IV)
- Sample Support Staff Employee Time Study Sheet (Attachment V)
- Sample RBS Worker Employee Time Study Sheet (Attachment VI)
- Sample RBS Time Study Summary and Title IV-E Percentage Determination worksheet (Attachment VII)
- Sample RBS Quarterly Time Study Summary and Annual Title IV-E Allowability Factor Determination worksheet (Attachment VIII)

If you have any questions regarding the purpose of the forms, how the forms will be used, how the forms are to be completed, or storing or transmitting the forms, please contact Priscilla Duverseau, Fiscal Policy Bureau at (916) 651-1090.

Sincerely,



JULIE KIMURA, ACTING CHIEF  
Estimates Branch

Attachments

c: CWDA



### ***RBS Time Study Summary and Title IV-E Percentage Determination***

[illegible]

# **RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination**

<b>County:</b>
<b>Provider:</b>
<b>Year</b>

		Total Residential Hours	Total Community Hours	Percentages: Residential: Community:
<b>Quarter 1:</b>	Total Hours by Component			#DIV/0! #DIV/0!
	Non IV-E Hours			#DIV/0! #DIV/0!
	IV-E Eligible Hrs	0	0	#DIV/0! #DIV/0!
	<b>IV-E Allowable Percentage</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>Quarter 2:</b>	Total Hours by Component			#DIV/0! #DIV/0!
	Non IV-E Hours			#DIV/0! #DIV/0!
	IV-E Eligible Hrs	0	0	#DIV/0! #DIV/0!
	<b>IV-E Allowable Percentage</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>Quarter 3:</b>	Total Hours by Component			#DIV/0! #DIV/0!
	Non IV-E Hours			#DIV/0! #DIV/0!
	IV-E Eligible Hrs	0	0	#DIV/0! #DIV/0!
	<b>IV-E Allowable Percentage</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>Quarter 4:</b>	Total Hours by Component			#DIV/0! #DIV/0!
	Non IV-E Hours			#DIV/0! #DIV/0!
	IV-E Eligible Hrs	0	0	#DIV/0! #DIV/0!
	<b>IV-E Allowable Percentage</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	
<b>Total for the Year:</b>	Total Hours by Component	0	0	#DIV/0! #DIV/0!
	Non IV-E Hours	0	0	#DIV/0! #DIV/0!
	IV-E Eligible Hrs	0	0	#DIV/0! #DIV/0!
	<b>Annual IV-E Allowable Percentage</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

**RBS Time Study Summary and Title IV-E Percentage Determination/RBS  
Quarterly Time Study Summary and Annual Title IV-E Allowability Factor  
Determination Instructions**

Before starting the completion of the RBS Time Study Summary and Title IV-E Percentage Determination form, ensure there is an Employee Time Study Sheet from each RBS provider employee that performed or supported RBS activities during the month, regardless of what fund source was ultimately used to pay for the costs. Then ensure that all Employee Time Study Sheets are complete, signed and dated by the employees, and signed and dated by the supervisor. If an Employee Time Study Sheet is missing, request the employee to complete one. If an Employee Time Study Sheet is not fully completed, or is not properly signed or approved, return the Employee Time Study Sheet to the supervisor/employee so that it can be completed.

Examples:

- An RBS employee who works providing mental health intervention services to RBS children throughout the month that are billed to Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) did not turn in a Employee Time Study Sheet. Please request that an Employee Time Study Sheet is completed so that overhead may be properly allocated amongst all fund sources.
- An RBS employee turns in the Employee Time Study Sheet, but did not sign it. Return the Employee Time Study Sheet to the supervisor/employee for signature. If the employee is not available (vacation, separation, etc.), the supervisor may sign for the employee as not being available.

**RBS Time Study Summary and Title IV-E Percentage Determination**

The RBS Time Study Summary and Title IV-E Percentage Determination form contains the same time categories on the left side as on the Employee Time Study Sheet. It contains a series of columns across the top designated for each RBS employee, which allow for entering each employee's total hours from the Employee Time Study Sheet.

Step 1: Enter the provider name.

Step 2: Enter the calendar month for the time study period.

Step 3: Create a master list of employees by number or letter, as shown, to facilitate entering the total hours for the month. The master list should be maintained with all other time study related forms for future reference.



Step 4: Ensure that all Employee Time Study Sheets are present. Enter the hours for each employee by transferring the information from the Employee Time Study Sheet to the correct activity code on the RBS Time Study Summary and Title IV-E Percentage Determination form. For those staff that have used the Employee Time Study Sheet to Time Certify as specified in the time study instructions in RBS Letter No. 05-10, the total monthly hours are entered in the RBS Time Study Summary and Title IV-E Percentage Determination, on line "RBS Support Staff", and the total hours will be allocated based on the line staff and first line supervisor's time study activities.

Step 5: As each employee's hours are entered, confirm that the Total Hours for the Month (with Non-Allocable, Leave and O/T) matches the Monthly Hours Total on the Employee Time Study Sheet. The RBS Time Study Summary and Title IV-E Percentage Determination form anticipates that employees may have different hours than the standard hours for a month.

Examples:

- The total standard hours for the month are 168, which is 21 workdays multiplied by 8 hours per day. But Employee (EE) "I", who works a 4-day week, 10 hour per day schedule, only worked 160 hours for the month, while EE "J", who also works a 4/10/40 schedule, worked 170 hours for the month.
- EE "K" works a part-time shift, only working 80 hours per month.

Step 6: After all hours are entered and confirmed, please sign and date the form.

Step 7: File the Employee Time Study Sheets and RBS Time Study Summary and Title IV-E Percentage Determination forms in a safe place for future use/reference as these forms may be subject to audit and must be kept for not less than three (3) years after the end of the 24-month project. The RBS Time Study Summary and Title IV-E Percentage Determination form will be referred to again at the end of the quarter.

A note about this form: Any hours recorded as Overtime do not carry over to the hour summary and percentage calculations for Title IV-E. This is not an error. Under the federal allocation rules, overtime hours are not assigned to any program or category, therefore, the form is working correctly.

**RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination**

At the end of each quarter, it will be necessary to summarize the results from that quarter's RBS Time Study Summary and Title IV-E Percentage Determination form onto the RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form.

- Step 1: Enter the provider name.
- Step 2: Enter the year (example, July 2010 to June 2011).
- Step 3: Transfer the hours from the lime green and pink sections only, at the bottom of each RBS Time Study Summary and Title IV-E Percentage Determination form, to the equivalent locations on the RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form. Do this for each quarter in the year, entering the calendar month name as appropriate for which the time study was maintained in that quarter.
- Step 4: As the hours are entered for each quarter, the formulas in the spreadsheet cells automatically calculate the amounts in the turquoise and Kelly green sections, as well as in the Residential and Community percentage calculations in the light yellow sections that allow the reviewer to quickly compare the distribution of activities between quarters (i.e. if the activities are staying relatively constant, if there is any fluctuation in the two categories). When all four quarters are entered, the Annual IV-E Allowable Percentage should display properly at the bottom of the form. If a divide by zero warning appears, go back and ensure that the values are correctly entered in the input cells above.
- Step 5: Sign and date the form when the form is complete. File it in a safe place with the Employee Time Study Sheets and RBS Time Study Summary and Title IV-E Percentage Determination forms as these forms may be subject to audit and must be kept for not less than three (3) years after the end of the 24-month project.
- Step 6: If requested by CDSS, forward the RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination form and the Employee Time Study Sheets and RBS Time Study Summary and Title IV-E Percentage Determination forms that fed into this summary to the appropriate contact person at CDSS. Reminder: All documents supporting a claim must be retained for not less than three (3) years after the end of the 24-month project.

## Employee Time Study Sheet

NAME: EE "E"		MONTHLY		August, 2010		Full Time Part Time																													
		Classification		Time Study Code		TSC																													
		Receptionist				HOURS																													
		31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	
	General Admin RPS Support Staff																																		160.00
	RPS Support Staff																																		0.00
	Residential																																		0.00
	IV-E Administration																																		0.00
	IV-E Maint./Supervision																																		0.00
	Non IV-E Eligible Activities																																		0.00
	Community																																		0.00
	IV-E Administration																																		0.00
	IV-E Maint./Supervision																																		0.00
	Non IV-E Eligible Activities																																		0.00
	Other Programs																																		0.00
	<b>Non-Allocable Hours</b>																																		0.00
	Non-Allocable - General Activities																																		0.00
	Annual Leave/Vacation																																		8.00
	Sick Leave (Self/Family)																																		0.00
	Holiday																																		0.00
	Holiday Informal Time																																		0.00
	Personal Holiday																																		0.00
	Personal Leave Day																																		0.00
	Excess Hours Used																																		0.00
	Jury Duty																																		0.00
	Administrative Time Off																																		0.00
	Compensating Time Off																																		0.00
	Bereavement Leave																																		0.00
	Dock																																		0.00
	<b>Overtime/CTO Earned</b>																																		0.00
	<b>Total Hours Worked</b>																																		160.00
	<b>Total Hours Leave</b>																																		8.00
	<b>Overtime/CTO Hours Earned</b>																																		0.00
	<b>Monthly Hours Total</b>																																		168.00
<b>RECONCILIATION</b>																																			
Total Hours Worked		160.00																																	
Total Hours Leave		8.00																																	
Overtime/CTO Hours Earned		0.00																																	
Monthly Hours Total		168.00																																	
EMPLOYEE SIGNATURE		DATE:																																	
SUPERVISOR SIGNATURE		DATE:																																	

Time Study sheets are due at the end of the month.

## Employee Time Study Sheet

NAME		MONTH/YR		Full Time Part Time																													
Sally Jones		August, 2010		TSC																													
		Time Study Code		HOURS																													
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	
		RBS xx Worker																															
		General Admin RBS Support Staff																															
		RBS Support Staff																															
		Residential																															
		IV-E Administration																															001
		IV-E Maint./Supervision																															002
		Non IV-E Eligible Activities																															003
		Community																															004
		IV-E Administration																															005
		IV-E Maint./Supervision																															006
		Non IV-E Eligible Activities																															007
		Other Programs																															
		Non-Allocable Hours																															
		Non-Allocable - General Activities																															0.00
		Annual Leave/Vacation																															32.00
		Sick Leave (Self/Family)																															12.00
		Holiday																															16.00
		Holiday Informal Time																															0.00
		Personal Holiday																															0.00
		Personal Leave Day																															0.00
		Excess Hours Used																															0.00
		Jury Duty																															0.00
		Administrative Time Off																															0.00
		Compensating Time Off																															0.00
		Bereavement Leave																															0.00
		Dock																															0.00
		Overtime/CTO Earned																															0.00
		Total Hours Worked																															108.0
		Total Hours Leave																															60.00
		Overtime/CTO Hours Earned																															0
		Monthly Hours Total																															168.00
		RECONCILIATION																															
		Total Hours Worked																															108.00
		Total Hours Leave																															60.00
		Overtime/CTO Hours Earned																															0
		Monthly Hours Total																															168.00
		EMPLOYEE SIGNATURE																															
		SUPERVISOR SIGNATURE																															
		DATE																															
		DATE																															

Time Study sheets are due at the end of the month.

Completed By:

# **RBS Quarterly Time Summary and Annual Title IV-E Allowability Factor Determination**

County: **ABC County**  
 Provider: **ABC RBS provider**  
 Year: **July 2010 - June 2011**

Total Residential Hours      Total Community Hours      Percentages:  
 Residential:      Community:

<b>Quarter 1:</b>		Total Hours by Component	1458	1290	53%	47%
Aug-10						
		Non IV-E Hours	275	832	25%	75%
		IV-E Eligible Hrs	1183	458	72%	28%
		IV-E Allowable Percentage	81.1%	35.2%		
<b>Quarter 2:</b>		Total Hours by Component	1900	1200	61%	39%
Nov-10						
		Non IV-E Hours	200	700	22%	78%
		IV-E Eligible Hrs	1700	500	77%	23%
		IV-E Allowable Percentage	89.5%	41.7%		
<b>Quarter 3:</b>		Total Hours by Component	1800	1050	63%	37%
Feb-11						
		Non IV-E Hours	175	675	21%	79%
		IV-E Eligible Hrs	1625	375	81%	19%
		IV-E Allowable Percentage	90.3%	35.7%		
<b>Quarter 4:</b>		Total Hours by Component	1825	1075	63%	37%
May-11						
		Non IV-E Hours	175	675	21%	79%
		IV-E Eligible Hrs	1650	400	80%	20%
		IV-E Allowable Percentage	90.4%	37.2%		
<b>Total for the Year:</b>		Total Hours by Component	6983	4615	60%	40%
		Non IV-E Hours	825	2882	22%	78%
		IV-E Eligible Hrs	6158	1733	78%	22%
		Annual IV-E Allowable Percentage	88.2%	37.6%		

Completed By: \_\_\_\_\_